

**DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF CONSTRUCTION SERVICES
Job Title: Elevator Inspector**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: State Office Building, 165 Capitol Avenue, Hartford, CT
Job Posting No.: 6803
Hours: 40 hours per week – 1st shift
Salary: \$61,530 - \$77,704 (AR 21) – Individuals new to state service start at the base of the range
Closing Date: July 22, 2016

Example of Duties: Inspects construction, installation, alteration and operation of existing elevators, escalators and ski lifts; witnesses full load safety and hydraulic pressure tests on elevators; investigates accidents and complaints involving lifting devices; investigates complaints; inspects and recommends shutdown of lifting devices due to code safety violations and/or unsafe conditions; reviews new construction scope of work plans; conducts new acceptance inspections on newly installed elevators; testifies at hearings and in court; gathers information and writes reports; reviews blueprints; responds to questions from architects, engineers, consultants, building owners, managers, elevator contractors and the general public regarding various building and engineering codes; participates in building job code meetings with contractors; collects overdue fees for elevator operating certificates; may assist in training of new Elevator Inspectors; may develop or assist in development of and conduct seminars on code standards; performs related duties as required.

Knowledge, Skills and Abilities: Knowledge of standard methods and materials used in construction and operation of lifting devices; knowledge of signal systems, installation drawings and wiring diagrams; knowledge of relevant state laws, regulations and various engineering and building codes; knowledge of inspection and investigation methods and techniques; knowledge of electrical welding and building disciplines; knowledge of and ability to operate microprocessor control equipment and all other relevant technical devices affecting and controlling operation of lifting devices; interpersonal skills; oral and written communication skills; ability to read technical drawings, designs and specifications; ability to utilize computer software.

General Experience: Three (3) years of experience as a licensed elevator craftsman.

Substitutions Allowed:

College training in mechanical or electrical engineering may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of one (1) year.

Special Requirements:

1. Incumbents in this class must possess at time of appointment and maintain during employment an elevator craftsman license.
2. Incumbents will be required to travel.
3. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

Working Conditions: Incumbents in this class will be required to climb in and onto elevator cars and may risk danger of injury from working with electrical wiring and may be exposed to moderately disagreeable conditions.

Preferred Experience: In addition to the above requirements, the preferred candidate will have the following experience:

1. Demonstrated experience with other related codes such as electrical, fire alarm, and building codes.
2. Demonstrated ability to use Microsoft Office Suite programs, including Microsoft Outlook.
3. Demonstrated interpersonal, oral, and written communication skills.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, Application for Employment (http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf), and a copy of your Elevator Craftsman License (State Employees: last two years attendance calendars and last two service ratings) to:

Ms. Morgan Roane
Department of Administrative Services
165 Capitol Avenue, 5th Floor East
Hartford, CT 06106
FAX: (860) 730-8278
EMAIL: morgan.roane@ct.gov

Subject line MUST include: Job Posting No. and Your Last Name

Applications will be accepted by U.S. Mail, email or fax. Late or incomplete applications will not be considered.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.